Certified Center Multiple Site Visit Checklist

	siting Representative Name:risdiction/City or County:						
Sit	re #1 CalRecycle ID:	Date:		/			
	enter Name:						
	reet Address:						
Cit	ty/Zip:						
	nployee Name:						
	te #2 CalRecycle ID:	Date	: /	/			
Ce	enter Name:						
Stı	reet Address:						
Ci	ty/Zip:						
	nployee Name:						
Sit	te #3 CalRecycle ID:	Date	e: /	/			
Ce	enter Name:						
Stı	reet Address:						
Ci	ty/Zip:						
En	nployee Name:						
	Center Requirements			ı		ı	
		Site		Site		Site	
		Yes	No	Yes	No	Yes	No
1.	Is the Certified Center sign posted so it is visible from the street? Signage can be ordered at:						
	http://www.calrecycle.ca.gov/HomeHazWaste/Forms/						
2.	Does the center employee claim to accept uncontaminated used oil from everyone that brings in used oil for recycling?						
3.	Does the center employee know the process and amount to pay when the recycling incentive is requested?						
4.	Are written procedures for preventing the acceptance of contaminated used oil available on site?						
5.	Is a list of local government facilities or businesses that will accept contaminated used oil available on site?						
6.	Has this center operator, corporate office, or local government advertised that the center accepts used oil from the public within the last six months? If #6 is No, then #7 must be No.						
7.	Did the advertisement include the center's name and address, and a statement indicating that a recycling incentive is available upon request?						
8.	Overall, does the center employee seem to understand program requirements?						
9.	Do DIYers or businesses drop-off oil outside the building? If so, how much(gals.) Date(s)						

Comments
Site #1:
Site #2:
Site #3:
Site πS .
Follow-up
Site #1:
Site #2:
Site #2:
Site #2:
Site #2:
Site #2: Site #3:

Procedural Instructions

- 1. Site visits should be conducted in a relaxed manner rather than a formal inspection.
- 2. Contact the center operator or manager prior to the visit.
- 3. Once you arrive at the establishment, make sure that the certificate is visible.
- 4. Explain the purpose of the visit to the manager or operator.
- 5. Complete the top portion of the form and then go over the checklist questions with the manager or operator.
- 6. Provide any necessary materials based on their response to the checklist and review with them.
- 7. Explain your local program efforts and discuss ideas for collaboration.
- 8. Ask for input or comments on the program.
- 9. Write any comments in the comment section.
- 10. Indicate any future action needed in the follow-up Section.
- 11. Call CalRecycle staff at (916) 341-6457 or FAX (916) 341-6455 if:
 - The operator or location of the center has changed;
 - The operator is no longer interested in being certified;
 - The center or business has closed;
 - The center is temporarily unable to accept used oil (remodeling);
 - A pattern of turning away the public is suspected;
 - The operator is reluctant or unable to meet the center requirements.

If you have any other issues, please contact CalRecycle staff.